

Agenda:

- **Meeting** started at 1:07 p.m.
- **Welcome and Introductions**
 - Logistics/Sign In Sheet
 - Peter Lawrence – Recording Secretary
 - Member introductions
 - Name, Title, Company, Region
 - Joseph Van Aken – appointed to the committee to replace Maria Kleinhans
 - James Rogan was not here due to his wife's sudden illness
- **Sub-Committee Selections**
 - 2014 PDS & 2014 and 2015 Refreshers – Kathy Furneaux Refresher Topics
 - Communication Skills – The Key to Success
 - (An overview of the rough slides were presented to the committee and input was requested. Please send any questions/suggestions on these slides to Faye Stevens at: faye@ptsi.org)
 - A suggestion was made on the communication program that it should acknowledge that we transport many different students with different languages and visual "common language" can be helpful.
 - Slide 12 "Understand Chain of Command" could be enhanced visually and it should be noted that different operations and areas of the state have different chains of command. This needs to be explained so all drivers understand the slide's intent. (Maybe creating a blank handout for the drivers to fill out would be helpful)
 - A suggestion was made about sharing information with the school districts to help enhance communications within the school districts, specifically sharing a Reader's Digest version of the topics discussed at the refreshers

- A suggestion was made to encourage drivers to ask for assistance when they do not know how to handle a situation or need assistance
- Slides should include students with special needs in the regular programs as an inclusive measure.
- A suggestion was made to include information on breathing as a way to read people's body language
- Personal Wellness – Self Assessment
 - A suggestion was made to add information about communicable diseases and the need to be weary of germs
 - A suggestion was made to reduce the wording on the slides to reduce clutter
 - Spilt slide on road rage and aggressive driving
 - On slide 13 change it to 55 mph to increase the point being made. (change the math to match ratios, i.e. 80 feet per second)
 - Slide 10, hydration needs clarification
 - Add information about the after-effects of alcohol before they go out on their routes after a night of drinking
 - Additional information about Sleep Apnea should be provided for the SBDIs
 - A concern was voiced about the statutory regulation with sleep apnea and many medical examiners who are overly proactive.
 - Peter L. to send sleep apnea video link to Kathy
 - Add information on diabetics and the need for reporting it to the employer
 - A question was asked about editing images from the NYSED curriculum. Local images can be substituted with teacher and employee approval (written sign-off is required). The intent of the presentation must be maintained

- Safety vests be mentioned/discussed in this section for driver visibility as a best practice and the safety of employees (Class II & III ANSI requirements are mandated for people working on the roadways)
 - A statement on closed toes and secured heels should be made to compliment slide 18
 - Add a statement about personal responsibility for self-protection
 - Transporting Student Students with Emotional Disturbance
 - Transportation IEP sheets for drivers/monitors?
 - Slide 17 needs more emphasis on getting to know the children (Critical point)
 - A suggestion was made on what not to do. Some of our drivers engage in actions that are not conducive in maintaining positive relationships on their buses. Practical strategies are badly needed for our drivers. (tools to walk away with)
 - BOCES is a great resource on crisis training like S.K.I.P training
 - The Transportation Supervisor/Director needs to facilitate a positive relationship with the CSE Director and department
 - Create strategies for dealing with violent and needy students
 - PJ from PJ's law picture should be included in all current and future slides to put a face to the name
 - Slide 13 should be reworked due to mainstreaming issues
 - Training Program Funding Update
 - This year \$285,633 will be spent on four training areas (PDS, Training, and accident databases)
 - Physical Performance Test Standards
 - Open discussion

- Pete James discussed his experience with conducting many PPTs and believes it is working well. However, he is concerned with the way they are conducted. Many operators are not using the NYSED PPST video. This leads to many SBDIs not administering it correctly to drivers across the State
- A committee member shared a recent experience where they went to a colleague's operation to perform a PPST on their SBDI who was due. In having conversations with the SBDI, the SBDI was performing the exam out of order and improperly without the correct mat.
- PTSI needs guidance from NYSED ASAP if this is to be included in the upcoming PDS
- Discussions took place about the need to review/modify the requirements for monitors and attendants to measure upper body strength to account for wheelchairs, etc.
- Rushing this through process does not make sense and this topic should be worked on this year for inclusion in the 2014-15 year.
- A concern was voiced about drivers testing in lower vehicle classes and that there is no monitoring. Another suggestion was made that this be monitored
- Paul Overbaugh made a motion and Joe Van Aken seconded it to read "that we postpone the guidance on the PPST until the until the PDS for the following year (2015-16) school year and also allow the committee to review the current regulations."
- Monitor/Bus Attendant Fingerprinting Process
 - Guidance is available online at:
<http://www.highered.nysed.gov/tcert/ospra/>

- Concern was raised that bus drivers are needing to be fingerprinted two-times if they are operating in both capacities. NYSED had requested mandated relief and was denied. This situation dates back to the initial SAVE legislation and was an oversight.
- Additionally, there was concern with monitors working for contractors where the school districts are not willing to pay for contractor monitors. There is confusion as the contractors do not have BEDS codes and Big 5 districts cannot participate with BOCES. Nassau County's Police Department does the fingerprints electronically for all operators. Suffolk County utilizes L-1 Identity Solutions for monitors through individual districts.
- An OSPRA representative will join us at the December meeting to provide guidance to the committee.
- SED Reviews & Processes
 - Record Review Report & Discussion
 - One review was performed and it was very challenging due to time needed to complete the audit (six and one-half hours for one audit)
 - A proposal was suggested to review a maximum of 50 records to provide a snapshot of the operation as opposed to a NYSDMV audit with fines for compliance. Instead, the audits should be geared toward safety and learning for the school district and operators.
 - Location of the NYSED records should be known where they are located.
 - A question was asked what about the employer responsibility of the employer if they cannot find a veteran driver's Basic course certificate? Employees cannot be penalized for an employer's poor record keeping and retention policy.
 - A concern was voiced that many school districts are reducing the transportation department personnel with the expectation that clerks will

take over, but they do not know the rules and regulations. Additionally, training is being cut across school districts and this continues to negatively effect the level of knowledge within our industry.

- PTSI will tweak their existing audit form
- NYSED District Safety Review – new requests
 - It is on the NYSED website at:
http://www.p12.nysed.gov/schoolbus/documents/pdf/2006_NYSED_DSR_final.pdf
- Report on SBDI Hardship Requests/Process
 - 11 requests were received, 4 were approved, 2 are waiting for additional information and 5 requests were denied by the State Director
- New Business
 - The Madison-Oneida BOCES used to host a training film library for rental. However, they are no longer renting videos to members of that area. The committee should consider investing in allocating some of the training funds to keep the library going across the state. A suggestion was made that the State Director reach out to the library to open discussions. Jim Brown has offered to make contact with the people at Madison-Oneida BOCES.
- A vice-chair could benefit the committee and the State Director will appoint. Please submit a letter of intent to Mary and James if you are interested.
- What is the status of the new MI cohort? This is in flux due to a lack of resources at NYSED.

2013-14 SBDI Advisory Sub-Committees

- Collision/Incident Investigation
 - Pete James
 - Peter Lawrence
 - **Paul Mori**
 - Joe Van Aken

- Jeremy Bricks
 - William Haight
 - Paul Chevalier
 - Paul Overbaugh
- Master Instructor/SBDI
 - Paul Mori
 - Kathy Furneaux
 - Bill Hoosty
 - **Michael Delloio**
 - William Haight
 - Nancy Delaney
 - Joe Van Aken
 - Roxanne Bocyck
 - Ted Finlayson- Schueler
 - Paul Overbaugh
 - Gale Winsper
 - Jeremy Bricks
- PDS Curriculum
 - Roxanne Bocyck
 - Peter Lawrence
 - Paul Mori
 - Joe Van Aken
 - Lawrence Boylan
 - Jeremy Bricks
 - Paul Overbaugh
 - Ty Worrell
 - Ted Finlayson- Schueler
- Record Review & Compliance Investigation
 - Paul Overbaugh
 - Laura Green-Halley
 - Lawrence Boylan
 - Peter Lawrence
 - Nancy Delaney
 - Jeremy Bricks
 - Joe Van Aken
 - Paul Chevalier

- Pete James
 - Kathy Furneaux
- Curriculum Review
 - Linda Kleingardner
 - Peter Lawrence
 - Paul Overbaugh
 - Ted Finlayson- Schueler
 - Bill Hoosty
 - Paul Mori
 - Joe Van Aken
 - Roxanne Bocyck
- Physical Performance Standards
 - Peter James
 - Kathy Furneaux
 - Linda Kleingardner
 - Gale Winsper
 - Lawrence Boylan
 - Paul Mori
 - Russell Carrasquillo
- RFP Review
 - Ted Finlayson-Schueler
 - Paul Mori
 - Joe Van Aken
 - Pete James
 - Russell Carrasquillo
- Oxygen on the School Bus – Ad Hoc Committee
 - Linda Kleingardner
 - Jeremy Bricks
 - Gale Winsper
 - Paul Mori
 - Michael Dellolio
 - Kathy Furneaux
 - Peter Lawrence
 - Bill Hoosty
 - Tyrone Worrell
 - Roxanne Bocyck

Attendance:

- Roxanne Bocyck
- Lawrence Boylan
- Jeremy Bricks
- Russell Carrasquillo
- Paul Chevalier
- Nancy Delaney
- Michael Delloloio
- Ted Finlayson-Schueler
- Kathy Furneaux
- Laura Green-Halley
- William Haight
- Bill Hoosty
- Pete James
- Linda Kleingardner
- Peter Lawrence
- Paul Overbaugh
- Paul Quinn-Mori
- Mary Sansaricq
- Joe Van Aken
- Gale Winsper
- Tyrone Worrell

5 Guests

Motion to adjourn was made at 4:25 p.m. by Bill Hoosty and seconded by Pete James

Submitted by: Peter Lawrence